

SCHOOL NURSE PROGRAM EVALUATION TOOL



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IMMUNIZATION POLICY AND PRACTICE

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
IMMUNIZATION STATUS	<ul style="list-style-type: none"> <input type="checkbox"/> Verbal statements (e.g., by parents, physician offices) or non-healthcare provider records are accepted as proof of immunizations. <input type="checkbox"/> Students at secondary grade levels are out of compliance with Tdap and Varicella requirements. <input type="checkbox"/> Immunization waivers are issued w/o proper documentation. 	<ul style="list-style-type: none"> <input type="checkbox"/> The students' cumulative health record along with the original copy of all immunization records contains the required certificates of proof of immunization or legitimate medical or religious exemptions. <input type="checkbox"/> A list that identifies students who are susceptible to vaccine preventable disease(s) is readily accessible in the event of an outbreak. <input type="checkbox"/> Provider diagnosis of disease is accepted as proof of immunization for requirements for measles, mumps and Varicella only. <input type="checkbox"/> Serological evidence of immunity is accepted only for measles, mumps, rubella, Hepatitis B and Varicella. <input type="checkbox"/> Students are tracked by school nurses to ensure immunization compliance at all grade levels. 	<ul style="list-style-type: none"> <input type="checkbox"/> Immunization records are computerized on a secure system to monitor the immunization status of each student. <input type="checkbox"/> Health office staff access immunizations through the Michigan Care Improvement Registry (MCIR) as needed. <input type="checkbox"/> Letters are sent at the beginning of each school year to inform parents of students with immunization exemptions that their child may be excluded in the event of a vaccine preventable disease outbreak. <input type="checkbox"/> School nurses are involved with the exclusion process for students out of compliance with immunizations.
IMMUNIZATION RECORDS	<ul style="list-style-type: none"> <input type="checkbox"/> New entrant, transfer, preschool, kindergarten, and students entering the 6th grade records are sent for and/or reviewed after starting school. <input type="checkbox"/> Original immunization records from providers are not kept on file. <input type="checkbox"/> Immunizations are recorded with only month and year even though complete information including day when vaccine was administered is available. 	<ul style="list-style-type: none"> <input type="checkbox"/> Per MCL 333.9208 immunization records of new entrants, transfers, preschool, kindergarten and students entering the 6th grade records are reviewed at registration and/or prior to starting school. <input type="checkbox"/> Original provider records of immunization (or MCIR record) are retained as a part of the student's health records as required by the MDCH. <input type="checkbox"/> The list that identifies students who are susceptible to vaccine preventable disease(s) is readily accessible in the event of an outbreak. <input type="checkbox"/> Immunizations are recorded in a month/day/year format whenever possible. 	<ul style="list-style-type: none"> <input type="checkbox"/> Immunization information is charted on the cumulative record or recorded in the student's computerized health record prior to entry to school.

IMMUNIZATION POLICY AND PRACTICE (continued)

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
WRITTEN IMMUNIZATION POLICIES	<input type="checkbox"/> Policies are not available or easily accessed in the district. <input type="checkbox"/> Policies do not include procedures for counseling, referral, monitoring, exclusions, record retention and re-admissions of students.	<input type="checkbox"/> Policies include procedures for counseling, referral, monitoring, exclusions and re-admission of students. <input type="checkbox"/> Policies include record retention information. <input type="checkbox"/> Policies are included in the school district's total plan for the control of communicable disease.	<input type="checkbox"/> Policies are reviewed and revised through active collaboration (e.g. administration, school nurses, health department, and parent advisory board).

INFECTIOUS/COMMUNICABLE DISEASE CONTROL

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
EXPOSURE CONTROL PLAN (ECP)	<input type="checkbox"/> The school district(s) do not have a written plan of the tasks, procedures and job descriptions for occupational exposure to body fluids.	<input type="checkbox"/> A written ECP is established and is in compliance with the MIOSHA Blood Borne Pathogen Standards. <input type="checkbox"/> Education and training is based on the educational, literacy and language levels of all employees. <input type="checkbox"/> A written respiratory protection plan is in place according to OSHA standards. <input type="checkbox"/> Records of staff training are maintained.	<input type="checkbox"/> Health services personnel collaborate with school administrators and other staff to review and revise the ECP on a regular basis. <input type="checkbox"/> Health services staff are fit tested annually and routinely use respiratory protection equipment as needed.
INFECTION CONTROL & UNIVERSAL PRECAUTIONS	<input type="checkbox"/> Infection control/universal precaution procedures (e.g., hand washing, cleaning techniques, and wearing gloves) are not followed by students and staff. <input type="checkbox"/> No policies exist for BBP. <input type="checkbox"/> No policies exist for management of communicable disease and the exclusion of students in school.	<input type="checkbox"/> Policies and procedures require staff compliance with universal precautions and other applicable health and safety standards. <input type="checkbox"/> Policies and procedures exist regarding management of infectious diseases in the school setting (i.e., chicken pox, measles, and meningitis), including student exclusions and parent notification. <input type="checkbox"/> All school staff use appropriate infection control/universal precaution procedures for injuries/accidents involving body fluids. <input type="checkbox"/> School nurses provide information and health counseling regarding infectious diseases to staff, parents and students.	<input type="checkbox"/> School nurses collaborate with administrators, students, parent advisory council and community agencies for the planning and management of the infectious disease program.
STAFF EDUCATION	<input type="checkbox"/> The school district has not provided or made available infection control/universal precautions/"right-to-know" materials.	<input type="checkbox"/> District policies ensure that all school staff, including part-time employees and substitutes, receive annual in-service education on infection control/universal precautions/"right-to-know".	<input type="checkbox"/> Evaluation is conducted to determine whether educational programs produce significant changes in the attitudes, understanding and behaviors of the staff in regards to health.

SPECIAL HEALTH CARE NEEDS

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
DEVELOPMENT OF INDIVIDUALIZED HEALTH CARE PLANS (IHP)	<input type="checkbox"/> Individualized health care plans are not developed for students with complex health conditions or those who need a modification in the school environment.	<input type="checkbox"/> School nurses develop IHP or utilize standardized health care plans for students with complex health conditions and/or those who need modification in the school environment; these serve as a guide for health teaching and counseling. <input type="checkbox"/> The IHP is developed collaboratively with information from the family, the student, the student's healthcare providers, and school staff, as appropriate. <input type="checkbox"/> The IHP includes medical orders implemented at school. <input type="checkbox"/> Evaluation identifies progress toward achieving student outcomes.	<input type="checkbox"/> Active collaboration among school nurses, staff, administrators, parents and students occurs to facilitate the student's health plan.
IHP PROCESS	<input type="checkbox"/> Health history data, special health care needs and interventions are identified minimally and sporadically on the cumulative health record.	<input type="checkbox"/> The cumulative health record is thorough and complete and identifies health history data, special health care needs and interventions. <input type="checkbox"/> The IHP includes student history, assessment, diagnosis, goals and interventions. <input type="checkbox"/> The IHP is reviewed at least annually, updated as needed and revised as significant changes occur in the student's health status or medical treatment.	<input type="checkbox"/> The evaluation and revision of the IHP is ongoing.
IDENTIFICATION OF STUDENTS AND NEEDS	<input type="checkbox"/> The Committee on Special Education (CSE) or the 504 Committee identifies students without input by school nurses. <input type="checkbox"/> The school nurse develops a health plan without consulting the CSE or 504 Committee.	<input type="checkbox"/> School nurses develop the health component of the Individualized Educational Program (IEP), and actively participate on the CSE and 504 Committee.	<input type="checkbox"/> The school district accesses Medicaid or other insurers for skilled nursing services pursuant to the student's IEP.

SPECIAL HEALTH CARE NEEDS

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
NOTIFICATION OF STUDENTS	<input type="checkbox"/> School nurses are notified about students with special health care needs after enrollment.	<input type="checkbox"/> School nurses are notified about health care needs prior to a student's entry into school. <input type="checkbox"/> Ongoing communication with parents and healthcare providers includes telephone calls, team meetings, written communication and home visits.	<input type="checkbox"/> Active collaboration occurs and is ongoing to meet needs of students with disabilities (e.g., transportation, adaptive equipment and teaching modifications).
STAFF DEVELOPMENT PROGRAMS	<input type="checkbox"/> Staff development does not include information related to special health care needs. <input type="checkbox"/> Staff working with special needs students (minimum of three) are not trained. <input type="checkbox"/> Training of staff is not documented.	<input type="checkbox"/> The school district provides annual staff development programs that are research based, presented by qualified personnel for emergency and first aid procedures for special health care needs of students. <input type="checkbox"/> Staff working with individual special needs students (minimum of three) are trained on responsibilities and care of those students. <input type="checkbox"/> Staff training is documented and updated on a scheduled basis. <input type="checkbox"/> The school district provides annual staff development programs on the relationship between children with special health care needs and child abuse including issues regarding mandated reporting.	<input type="checkbox"/> Educational programs are evaluated to determine whether there are significant changes in the attitudes, understanding and behaviors of the staff. <input type="checkbox"/> School nurses identify most current trends in student health issues to guide district planning for general staff development programs.

EMERGENCY PROCEDURES

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
EMERGENCY PLAN (STUDENTS/ STAFF)	<input type="checkbox"/> Steps for the management and transportation of ill/injured students/staff are not developed.	<input type="checkbox"/> Clear direction for implementation of health services related to the management and transportation of ill/injured students/staff is provided. <input type="checkbox"/> School nurses are part of the school safety team (e.g. health services, school health advisory board, administrators and community health agencies) and are involved in development and annual review of the Emergency Response Plan. <input type="checkbox"/> Students, parents and school staff are knowledgeable about the school's policies and procedures for emergency care.	<input type="checkbox"/> There is a mechanism for the school nurse to meet annually with the community Emergency Response Services team/department to evaluate emergency response at the school and make improvements in the process.
DISASTER PLAN	<input type="checkbox"/> A disaster plan is not formulated and/or does not provide specific actions to follow during a disaster.	<input type="checkbox"/> Policies, procedures and action plans are developed. <input type="checkbox"/> The disaster plan is reviewed and updated annually through active collaboration. <input type="checkbox"/> Students, parents and school staff are knowledgeable about the school's emergency disaster policies and procedures. <input type="checkbox"/> School registered nurses are involved with disaster plan development and review. <input type="checkbox"/> Plans for students with physical or chronic health concerns are written in case of disaster.	<input type="checkbox"/> Evacuation drills are carried out and evaluated on an ongoing basis.
CURRENT CERTIFICATION (AED & CPR)	<input type="checkbox"/> First-aid and CPR/AED training are not required for the school nurse.	<input type="checkbox"/> CPR/AED training is required for the school nurse and offered to school staff. <input type="checkbox"/> At least one trained staff member is available in the school each day and at all school events.	<input type="checkbox"/> Multiple staff members in the school are trained in first-aid and CPR/AED. <input type="checkbox"/> Trained staff members have formed a school emergency response team. <input type="checkbox"/> The school emergency response team has mock practice sessions annually at which time the plan is re-evaluated and revised accordingly.

EMERGENCY PROCEDURES (continued)

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
COMMUNICATION OF AN EMERGENCY	<input type="checkbox"/> There is no communication system to alert the school nurse to an emergency.	<input type="checkbox"/> A public address system (e.g., intercom, pager, phone) to contact appropriate staff is in place. <input type="checkbox"/> Emergency phone numbers are posted near school phones and kept current. <input type="checkbox"/> Written first-aid procedures are prominently displayed in the designated high risk/hazardous areas (e.g., health office, food service area, maintenance department).	<input type="checkbox"/> An emergency communication plan has been established to contact appropriate district staff and/or supportive agencies outside of the school environment, should additional assistance be necessary. <input type="checkbox"/> An alternative communication system is in place (i.e., use of walkie talkies) in case phone lines are down or unavailable.
EMERGENCY INFORMATION CARDS	<input type="checkbox"/> Home/work telephone numbers for parents and name/telephone numbers of persons to contact when parents cannot be reached are not current.	<input type="checkbox"/> Emergency information is maintained for all students and is: <ul style="list-style-type: none"> • Readily available to the school nurse • Reviewed annually • Revised immediately when changes occur <input type="checkbox"/> Individual emergency plans are in place for students and staff with potential emergency health needs.	<input type="checkbox"/> Instructions for emergency care of students and staff are reviewed with designated first-aid providers.
SAFETY	<input type="checkbox"/> Staff, students and parents are not provided with instructions for reporting accidents/injuries.	<input type="checkbox"/> Reports are completed for all serious accidents/injuries and filed according to school district policy. <input type="checkbox"/> A safety committee is in place and focuses on prevention, education, provision of emergency care and evaluation. School nurses actively participate on the safety committee.	<input type="checkbox"/> Recommendations from the safety committee lead to policy revisions for injury prevention and health promotions.

ENVIRONMENT

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
SCHOOL ENVIRONMENT	<input type="checkbox"/> Policies and procedures for environmental issues are not developed. <input type="checkbox"/> The school environment is not inspected on a regular basis.	<input type="checkbox"/> Policies and procedures are in place to address environmental issues. <input type="checkbox"/> Inspection of buildings, grounds, facilities, equipment and programs occur on a regular basis. <input type="checkbox"/> School nurses provide health counseling/education to staff and students about environmental health issues. <input type="checkbox"/> A system is in place to address concerns/issues about air quality and other environmental issues.	<input type="checkbox"/> Active collaboration and coordination occurs among health services, health education and environmental services to promote a safe and healthy environment for students and staff. <input type="checkbox"/> The school environment is continually assessed for factors that can negatively impact health in the school setting including sound, odor, chemicals, mold, noise, and light. <input type="checkbox"/> Promotion of the judicious and appropriate use of products used in the school setting such as cleaning agents, building materials, and pesticides.

ADMINISTRATION OF MEDICATIONS

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
POLICIES AND PROCEDURES	<ul style="list-style-type: none"> <input type="checkbox"/> Policies are not available for prescription, non-prescription medications and/or herbal or complimentary medication preparations. <input type="checkbox"/> School community members are not aware of medication administration procedures. <input type="checkbox"/> No policy has been established for dealing with medication errors. 	<ul style="list-style-type: none"> <input type="checkbox"/> Policies are written for prescription, non-prescription (over-the-counter), herbal or complimentary preparations and emergency medications as a part of a secure, easy to understand and safe delivery system. <input type="checkbox"/> Policies and guidelines can be easily accessed by staff and substitute nurses. They are communicated to parents, school staff, students, parents and healthcare providers. <input type="checkbox"/> District establishes a protocol for managing medication errors. 	<ul style="list-style-type: none"> <input type="checkbox"/> The school nurse actively collaborates with the school health council/wellness committee and administrator to review and revise policies and procedures.
SCHOOL NURSE RESPONSIBILITIES	<ul style="list-style-type: none"> <input type="checkbox"/> The medication program is managed by the school principal, unlicensed personnel or licensed practical nurse. <input type="checkbox"/> Staff is not offered training or guidance related to medication administration. 	<ul style="list-style-type: none"> <input type="checkbox"/> The medication program is managed and supervised by school nurse (RN). <input type="checkbox"/> Licensed practical nurses perform nursing activities under the direction of a registered nurse (RN). <input type="checkbox"/> The school nurse provides and documents adequate in-service education for staff administering medications and performs skills checklist periodically throughout the school year. <input type="checkbox"/> Documentation of all medications administered in medication log and cumulative health record is assured regardless of what staff is administering the medications. 	<ul style="list-style-type: none"> <input type="checkbox"/> See "meets standards."
RESPONSIBILITIES TO THE STUDENT	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses do not call or locate students if they do not report for medications. <input type="checkbox"/> School nurse does not communicate with parent if medication is not given that day. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses call and try to locate students who do not report for medications and work with the student and family in situations of such chronic issues. <input type="checkbox"/> School nurses counsel and educate students about their medications. <input type="checkbox"/> School nurses communicate with students who self-administer their medications. 	<ul style="list-style-type: none"> <input type="checkbox"/> Health services personnel work towards encouraging students to become self-directed.

ADMINISTRATION OF MEDICATIONS (continued)

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
PROCEDURE FOR ADMINISTRATION	<input type="checkbox"/> Parents come to the health office with student medications without written physician orders.	<input type="checkbox"/> Proper procedure for administration of all types of medication is ensured. The written physician order, parent permission and medication log are maintained for student receiving medication. <input type="checkbox"/> Students, parents and staff are knowledgeable about the school's medication procedures.	<input type="checkbox"/> Health services personnel collaborate and coordinate with parents, staff and the provider to address the changing health and education needs of students.
DELIVERY OF MEDICATIONS	<input type="checkbox"/> Students carry and deliver medications to the school health office.	<input type="checkbox"/> Medications are delivered by parents directly to the health office in original, labeled containers. <input type="checkbox"/> For controlled substances, the school nurse counts the medications upon receipt from parents and daily thereafter. The parent is given a receipt for the medication.	<input type="checkbox"/> A system, supported by policy, is established for the delivery, handling and disposal of medications that is safe and conducive for staff, students and parents.
STORAGE OF MEDICATIONS	<input type="checkbox"/> Medications are routinely placed in the school nurse's mailbox or in an unlocked desk.	<input type="checkbox"/> Medications are stored in a double-locked cabinet or drawer, preferably a non-movable cabinet (e.g., securely anchored to a solid surface) in the health office. <input type="checkbox"/> Medications requiring refrigeration are stored in a secure area with a lock on the refrigerator. The refrigerator is only used for medications. <input type="checkbox"/> Medications not picked up by the parent/guardian are disposed of per MASN "Medication Administration For Unlicensed School Personnel" guidelines. <input type="checkbox"/> Sharps are disposed of according to OSHA guidelines. <input type="checkbox"/> Access to stored medications is limited to persons authorized to administer medications.	<input type="checkbox"/> Medications that need to be disposed of are witnessed and documented by two school employees.

SCREENING PROCEDURES

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
SCREENING PROGRAMS	<ul style="list-style-type: none"> <input type="checkbox"/> Students are not screened according to required schedules. <input type="checkbox"/> Students with identified concerns are not screened. 	<ul style="list-style-type: none"> <input type="checkbox"/> Health screening activities are conducted according to current professional standards of practice, school district policies and procedures, and legal mandates. <input type="checkbox"/> School nurses communicate with families to provide advance notice of screening activities, to provide notice of findings requiring further action, and to ascertain the status of referrals. <input type="checkbox"/> School nurses monitor students for compliance to enter kindergarten, as all children are required to have a vision screening. Each parent/guardian must submit evidence that their child entering kindergarten has had a vision SCREENING or submit a waiver because of religious reasons. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses review the health screening program annually with school staff, school and health department administrators and staff performing the screenings to provide continuous improvement.
SCREENING FOLLOW-UP PROCEDURES	<ul style="list-style-type: none"> <input type="checkbox"/> Parents are not notified about screening results. <input type="checkbox"/> No follow-up is done for students who fail screening. 	<ul style="list-style-type: none"> <input type="checkbox"/> Parents are notified in writing of screening results and need for follow-up screening with health provider. <input type="checkbox"/> Follow-up procedures are in place to ensure students receive appropriate vision/hearing care. 	<ul style="list-style-type: none"> <input type="checkbox"/> Specific recommendations or accommodations are made by school nurses to teachers and other staff for specific students.
SCREENING EQUIPMENT AND SPACE	<ul style="list-style-type: none"> <input type="checkbox"/> Testing equipment/charts are outdated and/or in poor condition (e.g., frayed cords, missing parts). 	<ul style="list-style-type: none"> <input type="checkbox"/> Approved vision testing equipment/charts and hearing equipment are utilized. <input type="checkbox"/> School nurses and others are trained in the proper maintenance and use of vision testing equipment, eye charts and hearing screens. <input type="checkbox"/> Appropriate space is available for screening (e.g., students are not distracted by other students in the office, student confidentiality is maintained). <input type="checkbox"/> The audiometer used for hearing screening meets the standards by the American National Standards Institute (ANSI), and is calibrated on an annual basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> Screenings are performed individually in a separate room free of visual and auditory distractions. <input type="checkbox"/> Screenings are performed in a sound proof examination room.

CONFIDENTIALITY PROCEDURES

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
CONFIDENTIALITY OF RECORDS	<input type="checkbox"/> Records are maintained in unlocked file cabinets.	<input type="checkbox"/> Records are maintained in a confidential manner in compliance with FERPA law and district policy. <input type="checkbox"/> An Access Log must be signed by anyone other than the nurse to access student records. <input type="checkbox"/> School health information is shared with personnel of cooperating agencies only with written parental consent and on a HIPAA compliant form.	<input type="checkbox"/> See "meets standards."
CONFIDENTIALITY IN COMMUNICATIONS	<input type="checkbox"/> Students are "called down" over a PA system to the health office. <input type="checkbox"/> Students' health concerns are discussed in public areas, faculty lounges, or in presence of volunteers.	<input type="checkbox"/> Sharing individual student health problems are based on the "need to know" and respectful of the individual's right to privacy. <input type="checkbox"/> A policy is in place regarding confidentiality of student records and communications. <input type="checkbox"/> Confidentiality policies and procedures include consequences for school nurses and school staff who fail to act according to policy and procedure. <input type="checkbox"/> All school nurses receive orientation and annual training regarding confidentiality and school nurses contribute to staff education programs and general school awareness. <input type="checkbox"/> Student and family information is shared among school personnel only as needed for the benefit of the student; informed written consent of the student or parent is obtained before sharing specific medical diagnoses and related information (e.g., HIV status of a student).	<input type="checkbox"/> Resources to assist with confidentiality issues (e.g., supervisors, outside experts, written guidelines) are available and appropriately accessed by school nurses and assistive personnel. <input type="checkbox"/> All school staff receive orientation and annual training regarding confidentiality.

COORDINATED SCHOOL HEALTH

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
COORDINATED SCHOOL HEALTH (CSH) TEAM	<input type="checkbox"/> A CSH team does exist at the school district or individual school level. <input type="checkbox"/> School health services is not an integral partner in the CSH team.	<input type="checkbox"/> A CSH team exists at the school district or individual school level. <input type="checkbox"/> School nursing is an integral partner in the CSH team. <input type="checkbox"/> The school nurse participates in CSH team meetings and activities.	<input type="checkbox"/> The school nurse leads the CSH team on certain projects or initiates projects. <input type="checkbox"/> The team has a mechanism to evaluate team cohesiveness.
CSH ACTIVITIES	<input type="checkbox"/> The CSH team has not initiated any policies or projects to promote CSH. <input type="checkbox"/> School staff and parents are unaware of what CSH is. <input type="checkbox"/> CSH is not supported by school administration.	<input type="checkbox"/> The CSH team has initiated policies and projects to promote CSH (e.g., intentional and unintentional injuries, sexual risk behaviors, alcohol/drug use, tobacco use, physical inactivity, obesity prevention, asthma, sun safety). <input type="checkbox"/> School staff and parents are aware of what CSH is. <input type="checkbox"/> CSH is supported by school administration.	<input type="checkbox"/> Data is collected and evaluated by the CSH team to determine student needs and from which policies and activities are determined.

MENTAL HEALTH

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
SCREENING	<ul style="list-style-type: none"> <input type="checkbox"/> Depression screening (if a program goal) is not done. <input type="checkbox"/> Data is not gathered or evaluated regarding student's mental health needs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Depression screening (if a program goal) is done at scheduled intervals or as needed. <input type="checkbox"/> Data is gathered or evaluated regarding student's mental health needs. <input type="checkbox"/> Screening guidelines follow national standards (or evidenced based program). 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses lead or participate in committees who review mental health screening policies and procedures.
PREVENTION AND OTHER ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> A referral process is not in place for students with identified mental health needs. <input type="checkbox"/> School nurses do not address mental health needs of students. <input type="checkbox"/> Policies and activities are not in place to address bullying and school climate. 	<ul style="list-style-type: none"> <input type="checkbox"/> A referral process is in place for students with identified mental health needs and school nurses are aware of resources. <input type="checkbox"/> Policies and activities are in place to address bullying and school climate. <input type="checkbox"/> The school nurse's role in addressing mental health needs is clearly established and understood. <input type="checkbox"/> The school nurse actively participates in bullying prevention activities and programs and promotes positive school climate. 	<ul style="list-style-type: none"> <input type="checkbox"/> The school nurse works as an integral member of the school team to address student's mental health needs. <input type="checkbox"/> School nurses develop resources for student's mental health needs. <input type="checkbox"/> School nurses work with health care providers, families and students to support their plan of care and success at school.

HEALTH APPRAISALS PROCEDURES

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
STUDENT HEALTH APPRAISALS	<input type="checkbox"/> Required physical examinations for pre-school or school entry are not monitored for compliance with recommended mandates.	<input type="checkbox"/> Physical examinations for pre-school or school entry are monitored for compliance with recommended mandates.	<input type="checkbox"/> School nurses actively collaborate and coordinate with health care providers, staff, student, and family to determine the actual or potential impact of the student's health on the student's education.
HEIGHT AND WEIGHT MEASUREMENTS	<input type="checkbox"/> If BMI is a program goal, height and weight measurements are not routinely performed on students.	<input type="checkbox"/> Accurate height and weight measurements are performed on students as directed by the program. <input type="checkbox"/> BMI are collected. <input type="checkbox"/> Parents are involved, educated and in agreement with the height/weight and BMI screening program.	<input type="checkbox"/> School nurses actively collaborate and coordinate with nutrition services, physical education and health education to develop and implement health promotion strategies.
STUDENT ATHLETIC PARTICIPATION	<input type="checkbox"/> No policy is in place requiring students to have a health appraisal/certificate prior to participation in sports. <input type="checkbox"/> No policy is in place for sharing information between the school nurse and the athletic department.	<input type="checkbox"/> A policy is in effect that meets Michigan standards for participation in the interscholastic sports program. <input type="checkbox"/> Trainers, coaches and health educators actively collaborate with school nurses. <input type="checkbox"/> Trainers, coaches and school nurses are in compliance with CPR/AED training.	<input type="checkbox"/> The district has a head injury program in place for student athletes and that meets national standards. <input type="checkbox"/> School nurses provide health counseling to prevent sports injuries. <input type="checkbox"/> First Aid procedures are consistent for school nurses and athletic trainers.

HEALTH OFFICE

STATUS OF PROGRAM

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
HEALTH OFFICE ENVIRONMENT	<ul style="list-style-type: none"> <input type="checkbox"/> Basic elements of heat, water, telephone, toilet and sink facilities are not available. <input type="checkbox"/> The American with Disabilities Act (ADA) guidelines for accessibility are not followed. <input type="checkbox"/> Hand washing area and water supply is located outside of the health office. 	<ul style="list-style-type: none"> <input type="checkbox"/> Facilities provided for school nurses meet legal requirements (e.g., fire and health codes, Americans with Disabilities Act, Occupational Safety and Health Administration (OSHA) regulations), and ensure adequate office space, privacy, and access to adequate telecommunication equipment for routine and emergency use. <input type="checkbox"/> Basic elements of heat, water, telephone, toilet and sink facilities are available. <input type="checkbox"/> The ADA guidelines for accessibility are followed. <input type="checkbox"/> Available space allows for student privacy, waiting, triage, assessment, treatment, counseling, and storage. 	<ul style="list-style-type: none"> <input type="checkbox"/> A resource area is available for health promotion materials.
WORKSPACE	<ul style="list-style-type: none"> <input type="checkbox"/> Workspace for clean and dirty procedures is not available. 	<ul style="list-style-type: none"> <input type="checkbox"/> Workspace for clean and dirty procedures is provided to maintain an appropriate level of sanitation. <input type="checkbox"/> A first-aid station with eye wash capability is available. 	<ul style="list-style-type: none"> <input type="checkbox"/> The overall environment of the health unit is conducive to enhance the well-being of each student.
SUPPLIES, EQUIPMENT & RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> Supplies, calibrated equipment and educational resources are inadequate to meet the health needs of students and staff. 	<ul style="list-style-type: none"> <input type="checkbox"/> Supplies, equipment and educational resources are available for safe school nursing practice (e.g., appropriate size blood pressure cuffs, up-to-date references, drug management and communicable diseases). 	<ul style="list-style-type: none"> <input type="checkbox"/> Supplies, equipment and educational resources are available to enhance the student's education (e.g., posters, anatomical models and/or videos etc.).

HEALTH OFFICE (continued)

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
RECORD KEEPING POLICY	<input type="checkbox"/> There is no written policy on student health record maintenance and retention.	<input type="checkbox"/> The school nursing program has clearly written policies and procedures about the types of individual student health records maintained by school nurses, where they should be kept, and how they should be securely protected. <input type="checkbox"/> A system is in place for students new to the district and for transfer students to be identified and their records established or transferred from the previous school. <input type="checkbox"/> Records are maintained in a safe location for the time frame required by the Michigan Department of Education. <input type="checkbox"/> Data used in reports/statistics is never specific to a student and does not contain any identifying information.	<input type="checkbox"/> A secure computerized data management system is in place for planning, implementing and evaluating the health of school populations.
RECORD CONTENT	<input type="checkbox"/> Pertinent student information is incomplete on the health record. <input type="checkbox"/> Records are not kept up-to-date. <input type="checkbox"/> Records are not maintained after student leaves the school. <input type="checkbox"/> Health services (e.g., medication administration, first aid) provided by staff other than the school nurse is not documented.	<input type="checkbox"/> The record keeping system for each student includes the cumulative health record, nursing records and medical/hospital records provided to the school. <input type="checkbox"/> Each student visit is recorded on an individual student record form. <input type="checkbox"/> The record keeping system is reviewed periodically. <input type="checkbox"/> The nature and extent of documentation in student health records is guided by what is necessary and sufficient to inform and support professional decision making.	<input type="checkbox"/> School nurses participate in the development of new record forms. <input type="checkbox"/> School nurses periodically train unlicensed school staff in appropriate documentation. <input type="checkbox"/> Records are routinely audited.

DATA

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
DATA COLLECTION	<ul style="list-style-type: none"> <input type="checkbox"/> Data is not gathered regarding student's health needs or school nurse activities. <input type="checkbox"/> Data is collected but not electronically. <input type="checkbox"/> School nurses are not oriented to data collection procedures or to the importance of data. <input type="checkbox"/> School nurses do not share data with their school administrators. 	<ul style="list-style-type: none"> <input type="checkbox"/> Data is gathered regarding student's health needs or school nurse activities using MiPHY data, school climate surveys and health condition data. <input type="checkbox"/> Data is collected electronically. <input type="checkbox"/> School nurses are oriented to data collection procedures and the importance of data. <input type="checkbox"/> School nurses routinely share data with their school administrators. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses share data on their activities with faculty, parents and school boards as appropriate. School nurses initiate data collection based on an identified need.
EVALUATION	<ul style="list-style-type: none"> <input type="checkbox"/> Data is not evaluated. <input type="checkbox"/> No program outcome measures have been established. <input type="checkbox"/> An annual report of the school nurse program that demonstrates the SN activities, identified student needs and program accomplishments based on data is not provided. 	<ul style="list-style-type: none"> <input type="checkbox"/> Data regarding student's health needs or school nurse activities is evaluated using MiPHY data, school climate surveys and health condition data. <input type="checkbox"/> An annual report of the school nurse program that demonstrates the SN activities, identified student needs and program accomplishments based on data is provided. This report is used to evaluate the program's needs and to provide continuous improvement to the services provided. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses initiate and participate in research that addresses school nurse services to address student need. <input type="checkbox"/> The school nurse program partners with institutes of higher learning to initiate and promote school nursing research.

SCHOOL NURSES			
CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
ROLES AND RESPONSIBILITIES OF PERSONNEL	<input type="checkbox"/> School nurses have responsibility for non-nursing functions (e.g., attendance, free lunches). <input type="checkbox"/> School nurses do not have a job description.	<input type="checkbox"/> Job descriptions, including supervision and evaluation relationships, are available for all health services personnel (e.g., school physician, LPN, RN, health aides). <input type="checkbox"/> Written policy describes role of school nurse, student nurses and other school health personnel. <input type="checkbox"/> School nurses interpret their roles to school personnel so that their professional knowledge and competencies are understood, respected, and effectively used.	<input type="checkbox"/> School nurses are actively involved in the development, evaluation and revision of job descriptions.
ORIENTATION, SUPERVISION AND EVALUATION OF PERSONNEL	<input type="checkbox"/> Orientation of school nurses is not provided. <input type="checkbox"/> Orientation is only provided at the beginning of the school year. Staff hired after the beginning of the school year do not receive orientation.	<input type="checkbox"/> School nurses are oriented to the health services program and the educational system. <input type="checkbox"/> Substitute nurses are oriented to each school building. <input type="checkbox"/> School nursing personnel are provided with sufficient administrative and clinical supervision. <input type="checkbox"/> Clinical supervision and consultation, provided by the School Nurse Program Manager, a credentialed registered nurse professional with school nursing expertise, are available to all school nurses. <input type="checkbox"/> Evaluation of individual school nurses on discipline-specific clinical competencies is conducted systematically and only by a supervisor with credentials and expertise in school nursing.	<input type="checkbox"/> A collaboration to review and evaluate the roles and responsibilities of school nurses occurs on a regular basis. <input type="checkbox"/> Develops Substitute Manual for orientation of all substitute nurses. <input type="checkbox"/> Develops and revises the district's performance appraisal process and mentors others in self- and peer evaluation. Uses standardized Performance Tool that incorporates NASN standards.
PROFESSIONAL STANDARDS	<input type="checkbox"/> A school district does not employ a registered nurse to provide health services.	<input type="checkbox"/> The school district employs school nurse(s) (registered, professional nurse) to manage and provide health care services to students and staff. <input type="checkbox"/> Any licensed practical nurses (LPN) are under the direction of the school nurse. <input type="checkbox"/> All health aides are under the direct supervision of the school nurse. <input type="checkbox"/> A mechanism exists to evaluate health services staffing patterns based on individual student needs and number of students with special health care needs, number of buildings/distance and/or travel time between buildings. <input type="checkbox"/> All school nurses are state certified.	<input type="checkbox"/> Nursing staff patterns have been adjusted to accommodate student health care needs. <input type="checkbox"/> LPN staff are under the direct supervision of the school nurse.

SCHOOL NURSES (continued)

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
ABSENTEEISM OF PERSONNEL	<input type="checkbox"/> No plan is in place for absenteeism of staff that are providing health services.	<input type="checkbox"/> Equally qualified substitutes (e.g., RN for RN) are utilized when school nurses are absent. <input type="checkbox"/> Substitutes that are utilized are oriented to policies and procedures of the health office.	<input type="checkbox"/> The standard level of care provided to students and staff is maintained when substitutes are utilized. <input type="checkbox"/> A School Nurse Substitute Manual has been developed and contains recommendations that represent best practice.
ONGOING PROFESSIONAL PREPARATION	<input type="checkbox"/> Basic standards for licensing are not met.	<input type="checkbox"/> Participation in educational activities includes attendance at in-service meetings, conferences, workshops and/or conventions. <input type="checkbox"/> Health service personnel are members of a county listserv or email distribution list and receive information from program management immediately.	<input type="checkbox"/> Health services personnel participate in a leadership role within educational activities or professional organizations. <input type="checkbox"/> School nurses are actively involved in professional organizations and subscribe to professional journals. <input type="checkbox"/> School nurses are encouraged and supported to seek national certification.
CONTINUING EDUCATION	<input type="checkbox"/> The school district encourages health services personnel to attend continuing education programs only during the summer, evenings and/or on weekends.	<input type="checkbox"/> The school district actively supports the educational needs of school nurses (e.g., financially, providing substitutes, release days). <input type="checkbox"/> Information and methods learned at educational activities are incorporated into the health services program.	<input type="checkbox"/> School nurses' expertise is utilized throughout the school district (e.g., classroom, committees) to improve student health and educational standards. <input type="checkbox"/> Licensed health personnel actively seek further professional development to keep skill levels and knowledge base current.

SCHOOL HEALTH PROMOTION

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
HEALTH PREVENTION AND PROMOTION ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses provide limited health prevention information or activities. <input type="checkbox"/> School nurses provide students and staff with health promotion information on a limited basis. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses disseminate information about health practices and behaviors that promote educational success, and risk factors that adversely affect educational success. <input type="checkbox"/> School nurses collaborate with other school personnel, families and community agencies to monitor the development and educational progress of students exposed to risk factors. <input type="checkbox"/> School nurses act as a resource to school personnel so that health promotion strategies are incorporated into the classroom setting with a focus on keeping students in school. <input type="checkbox"/> School nurses are consulted on a regular basis to address school needs. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses participate on school-wide, district or community groups to promote health. <input type="checkbox"/> School nurses support and, when appropriate, provide leadership for community and school health programs that promote wellness, reduce risky behaviors and improve school climates (e.g., substance abuse, child abuse, suicide, choosing healthy lifestyles). <input type="checkbox"/> School nurses provide wellness activities and information (e.g., newsletter articles, presentations to PTAs, faculty and health fairs, etc.). <input type="checkbox"/> A comprehensive and coordinated research-based school health wellness approach (e.g., alcohol and drug use prevention, HIV prevention, suicide, violence and tobacco use prevention) is utilized to improve the school climate.
CURRICULUM	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses are not aware of health education curriculum or requirements. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses keep abreast of relevant curriculum issues and initiatives. <input type="checkbox"/> School nurses are knowledgeable of school district curriculum, especially health-related goals and content. 	<ul style="list-style-type: none"> <input type="checkbox"/> School nurses participate in the selection, development, delivery, and evaluation of health-related curriculum. <input type="checkbox"/> School nurses work with teachers, counselors and other staff to provide classroom presentations as appropriate.
ATTENDANCE DATA	<ul style="list-style-type: none"> <input type="checkbox"/> Attendance data is not utilized by health services personnel to identify actual or potential health concerns in the school setting. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attendance data is utilized and reviewed by school nurses to identify actual or potential health concerns resulting in decreased absenteeism. 	<ul style="list-style-type: none"> <input type="checkbox"/> A mechanism is in place to evaluate the impact of health promotion strategies/programs on absenteeism rates.

SCHOOL NURSE SERVICES PROGRAM

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
SCHOOL NURSE SERVICES PROGRAM DEVELOPMENT	<input type="checkbox"/> There is no vision and mission statement.	<input type="checkbox"/> Vision and mission is developed and statements clearly address the needs of all students. <input type="checkbox"/> The school nursing program is developed in accordance with current professional standards of practice in nursing and medicine and legal mandates.	<input type="checkbox"/> Vision and mission statements, goals and objectives are reviewed at least annually and revised as necessary, in collaboration with program stakeholders, through the SWPAG. <input type="checkbox"/> The school nursing program is strengthened by partnerships with higher institutes of learning and the placement of nursing students in schools. Evaluation of this partnership is ongoing.
SCHOOL NURSE SERVICES PROGRAM EVALUATION	<input type="checkbox"/> The school district does not evaluate the health services program.	<input type="checkbox"/> School nurses develop reports regarding health needs, resources and results of screenings. <input type="checkbox"/> Reports are presented to school administration to demonstrate accountability for school health programs and monitoring of compliance with state mandates. <input type="checkbox"/> School nurses actively engage in quality reviews to determine appropriate care standards. <input type="checkbox"/> The school district performs periodic on-site monitoring.	<input type="checkbox"/> School nurses collect data on utilization of health services. <input type="checkbox"/> Outcomes and effectiveness of the school health program is evaluated through a collaborative group such as a School Health Advisory Council. <input type="checkbox"/> Self-evaluation of practice is performed on a regular basis, identifying areas of strength as well as areas in which professional development would be beneficial. <input type="checkbox"/> School nurses use reports and data to develop programs to improve the practice and delivery of school nurse services in the school and to improve the health and well-being of the community.
HEALTH SERVICES BUDGET	<input type="checkbox"/> The school district does not provide for input by school nurses into the budget process. <input type="checkbox"/> The budget does not adequately support the activities of the school nurse program.	<input type="checkbox"/> School nurses are involved in planning the budget. <input type="checkbox"/> The school nursing program's annual budget is sufficient to support program and school district priorities. <input type="checkbox"/> School nurses have sufficient release time for professional development activities in order to support program and department goals and objectives.	<input type="checkbox"/> School nurses are responsible for the management and allocation of the budget.

SCHOOL NURSE SERVICES PROGRAM (continued)

CATEGORY	STATUS OF PROGRAM		
	<i>Does Not Meet Standards</i>	<i>Meets Standards</i>	<i>Best Practice</i>
COMMUNITY RESOURCES	<input type="checkbox"/> School nurses provide only brochures and handouts to families to meet health needs.	<input type="checkbox"/> School health personnel utilize community resources for referral of students with unmet health needs (e.g., financial aid, vision care, and other insurance plans).	<input type="checkbox"/> Active collaboration and coordination occurs with community resources to address changing student and staff health, development and educational needs.
COLLABORATION AND CONSULTATION	<input type="checkbox"/> School nurses provide only minimal consultation with school staff and parents. <input type="checkbox"/> There is little evidence of collaboration with other school staff.	<input type="checkbox"/> School nurses respect the contributions of all members of school teams (e.g., IEP Team, Child Study team) and integrate the input and recommendations of all team members in making decisions. <input type="checkbox"/> School nurses provide consultative services to parents, students, school personnel and other professionals.	<input type="checkbox"/> School nurses bring others together to make a team decision to better meet student and family needs.
ORGANIZATION AND MANAGEMENT	<input type="checkbox"/> There is no program organizational chart or the chart does not delineate relationship between the school nursing program, schools, student support teams (i.e., Child Study teams) and other departments. <input type="checkbox"/> Work assignments do not take into consideration student acuity and needs or the school nurse's case load.	<input type="checkbox"/> The program's organizational chart delineates the relationship between the school nursing program, schools, student support teams and other departments. <input type="checkbox"/> The School Nurse Program Manager, working with the School Nurse Program Leadership Team, assumes responsibility for the administration of the school nursing program. The School Nurse Program Manager is allotted sufficient time, authority and opportunity to carry out this responsibility. <input type="checkbox"/> School nurse caseloads are fair and equitable. <input type="checkbox"/> All students have access to a school nurse.	<input type="checkbox"/> The School Wellness Program Advisory Group, including representatives of school board members, superintendents, school nurses, community service providers and parents, advises the county on its delivery of nursing services. <input type="checkbox"/> Work assignments of school nurses are based on: consideration of the full range of responsibilities and logistics (e.g., case load; routine and emergency health needs of the student population; number of students requiring individualized health care plans, medication administration and other nursing interventions; attendance at team meetings; documentation requirements; and if applicable, the numbers of sites to be served, supervision of assistive personnel and travel requirements.

Developed by Vicki L. Taliaferro and Linda Caldart Olson, Consultants/ Adapted for Michigan School Nurses

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